



**U.S. SMALL BUSINESS ADMINISTRATION
MONTANA DISTRICT OFFICE**

Telephone: (406)441-1081
Facsimile: (406)441-1090

SBA LOAN APPLICATION CHECKLIST

	YES	N/A
1. <u>Lender's Application</u> (SBA Form 4-I) signed and dated.	_____	_____
a. Terms of loan addressed? (front page)	_____	_____
b. Pro Forma Balance Sheet completed? (page 2) (on business only - do not include personal assets)	_____	_____
c. Copy of Internal Credit Report enclosed?	_____	_____
d. Suggested Terms and Conditions (separate sheet enclosed)	_____	_____
2. <u>Application for Business Loan</u> (SBA Form 4)	_____	_____
a. Addressed use of proceeds?	_____	_____
b. Previous government financing?	_____	_____
c. Applicable exhibits labeled, signed and dated?	_____	_____
d. Questions answered?	_____	_____
e. Signed and dated as proprietor, partnership, corporation, or Limited Liability Company?	_____	_____
<u>Statements Required by Laws & Executive Orders</u> (page 4 of SBA Form 4)	_____	_____
f. All guarantors and principal owners must sign and date where indicated.	_____	_____
3. <u>Business Financial Statements</u>		
a. 90 day Interim Statement?	_____	_____
b. Three years of historical financial statements or income tax statements signed and dated?	_____	_____
c. Three year projections signed and dated?	_____	_____
4. <u>Monthly Cash Flow Projection and Accounts Payable-Accounts Receivable Listing</u> for 1 year if CAPLine revolving line of credit.	_____	_____
5. Guaranty fee submitted if maturity is 12 months or less.	_____	_____
6. If there are affiliates, are the financial statements for 3 years enclosed?	_____	_____
7. Costs of R/E, building, M/E or construction supported by Appraisals or contractor's estimates?	_____	_____
8. Source of equity injection is eligible and disclosed?	_____	_____
9. If a change of ownership, is a Purchase or Buy/Sell Agreement enclosed?	_____	_____

*** ALL FORMS AND FINANCIAL STATEMENTS DATED WITH ORIGINAL SIGNATURES***

- | | | |
|--|-------|-------|
| 10. <u>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion</u> , SBA Form 1624 (signed by applicant). | _____ | _____ |
| 11. SBA Form 4506 <u>Request for Copy or Transcript of Tax Form</u> sent to IRS. | _____ | _____ |
| 12. <u>Environmental Questionnaire</u> signed by Lender and Applicant, if secured by commercial property. | _____ | _____ |
| 13. <u>Lenders Certification Regarding Lobbying</u> , SBA Form 1846 (signed by lender). | _____ | _____ |
| 14. Credit Bureau Report enclosed? | _____ | _____ |
| 15. <u>Personal Financial Statement</u> (SBA Form 413) current within 90 days (do not include business assets and liabilities). | _____ | _____ |
| 16. <u>Statement of Personal History</u> (SBA Form 912). | _____ | _____ |

*** ALL FORMS AND FINANCIAL STATEMENTS DATED WITH ORIGINAL SIGNATURES***